
OFFICIAL BID PACKAGE

**Fire, Vandalism, and Malicious Mischief
(Property) Insurance**

Bid Opening: October 31, 2013

The City of Canton

Name of Bidder: _____

**Fire, Vandalism, and Malicious Mischief (Property) Insurance
City of Canton**

LEGAL NOTICE

Ordinance 5-2013

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00 PM, local time on **Thursday, October 31, 2013**, for the purpose of securing bids for:

**Fire, Vandalism, and Malicious Mischief
(Property) Insurance**

Submit bid according to the specifications and bid sheet(s) shown on the City's Purchasing website at <http://cantonohio.gov/purchasing/?pg=bids>.

Submit all bids to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/ Sixth Floor, Canton, Ohio 44702 before 2:00 p.m. on the day of the bid opening. The City will disqualify any bid not received on or before 2:00 PM on **Thursday, October 31, 2013**.

The Sixth Floor Conference Room of Canton City Hall is the location for the Bid Opening. Contact Randy Dublikar at (330) 438-4185 or randall.dublikar@cantonohio.gov if you have any questions.

Each bid must contain the full name of every person or company participating in the bid. A **certified check, cashier's check or surety bond** must accompany the bid. Draw this check or bond from a solvent bank or bonding company satisfactory to the Director of Public Service as a guarantee the contract and its performance are properly secured if the bid is accepted.

The Bidder shall verify the **certified check, cashier's check or bid bond for five hundred (\$500.00) dollars**. The City of Canton will **only accept original checks and bid bonds**.

Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

The Director of Public Service reserves the right to waive any technical defects in any bid bond submitted so long as the bond is in substantial compliance with State Law. Any bidder may withdraw his bid, by written request, at any time prior to the hour set for the bid opening. Please be advised, the City of Canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Should any bid not be awarded or be rejected, such check or bond will be returned to the bidder or bidders after the execution of the contract.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton. All companies must submit their Federal ID Number. The bidder is responsible to monitor the city website for any last minute changes.

By order of the Director of Public Service: William Bartos
Published in the Canton Repository: October 16 and 23, 2013

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ATTENTION

Please be advised that the proposed policy must be for a minimum of one (1) year from December 15, 2013 to December 15, 2014. Multiple year policies will also be considered, but the start date must be December 15, 2013.

Each bidder must submit an “affirmative action plan” and/or “EEO policy.” Bidder must read all EEO and MBE requirements. Enclose the company EEO policy. If the company does not have a formal EEO policy, please complete the EEO policy statement included in this bid package.

The undersigned agrees to provide to the City of Canton, Ohio **Fire, Vandalism, and Malicious Mischief (Property) Insurance**. Prices shall be that as quoted in the bid and in accordance with the terms and conditions of the contract.

Each bidder must submit their federal ID number for IRS purposes.

The bidder must print this entire package and submit in its entirety. The City requires that the bidder submits **an original completed bid packet and two (2) copies of that completed packet for a total of three (3) bid packet copies.**

Please acknowledge that you have read the above requirements by signing below.

DATE

SIGNATURE

**Fire, Vandalism, and Malicious Mischief (Property) Insurance
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SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** The City of Canton is seeking bids for an **insurance policy for fire, vandalism, and malicious mischief (property insurance)**. This policy must adhere to all of the specifications set out below, and the policy period must be for a minimum of one (1) year from December 15, 2013 to December 15, 2014. Multiple year policies will also be considered, but the start date must be December 15, 2013.
- 1.2 **Classification:** The successful bidder will provide to the City of Canton for a minimum of one (1) year a fire, vandalism, and malicious mischief (property) insurance policy that meets the minimum requirements outlined below.

2.0 APPLICABLE PUBLICATIONS AND STANDARDS

- 2.1 The company to whom the bid is awarded must be licensed to do business in the State of Ohio and must have a financial condition that meets the approval of the Board of Control.

3.0 REQUIREMENTS

3.1 General Requirements

- 3.1.1 **Term:** The proposed policy shall be in affect for a minimum of one (1) calendar year from December 15, 2013 to December 15, 2014. Multiple year policies will also be considered, but the start date must be December 15, 2013.
- 3.1.2 **Price:** The policy shall be based on an annual premium to be paid by the City.

3.2 Policy Requirements

- 3.2.1 The proposed policy shall be a blanket non-assessable policy.
- 3.2.2 The proposed policy shall be written to include so called special form in accordance with ISO CP 10 30 or better.
- 3.2.3 The proposed policy shall be based upon replacement values for all buildings and contents listed on the statement of values found on Purchasing Department website at (<http://cantonohio.gov/purchasing/?pg=665>).
- 3.2.4 The blanket coverage on all buildings and contents shall have a minimum overall limit of \$498,862,612.00.
- 3.2.5 The policy shall include a minimum business interruption expense for City Hall

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for a minimum of \$250,000.00.

- 3.2.6 The policy shall have a maximum deductible of \$100,000.00. However, policies with lower deductibles will be considered.
- 3.2.7 The policy shall include a special provision for a \$10,000.00 deductible for the Canton Civic Center Signs.
- 3.2.8 Proposals should also include information regarding the annual premium for additional Certified Terrorism Coverage.
- 3.3 Other Policy Options Requested for Review
 - 3.3.1 The City will also review quotes for additional earthquake coverage in the amounts indicated on the proposal page (page 8).
 - 3.3.2 The City is also seeking quotes for additional blanket business interruption insurance in the amount of \$1,000,000.00 for all City buildings.

4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES

- 4.1 The Board of Control reserves the right to consider all elements entering into the question of determining the responsibility of the bidder, his/her agents, or representatives.
- 4.2 Any proposal, in the opinion of the Board of Control, which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be rejected.

5.0 DELIVERY AND INVOICING

- 5.1 The invoice should include the effective date and expiration dates of the policy and a breakdown of the policy charges with the total amount due. The invoice shall be submitted to:
 - City of Canton
 - Attn: Randy Dublikar, Purchasing Director
 - 218 Cleveland Ave. SW
 - Canton, OH 44702

6.0 NOTES

- 6.1 Proposal Page Instructions
 - 6.1.1 Bidders must provide an annual premium quote for at least one of the items under

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the “REQUIRED POLICY” section. Bidders are encouraged, but are not required to submit proposals for various deductible amounts and various term lengths.

- 6.1.2 Bidders are encouraged, but are not required, to submit quotes for the items listed under the “OTHER POLICY OPTIONS REQUESTED FOR REVIEW” section.
- 6.2.3 Bidders must acknowledge, by initialing next to the provided statement, that the policy will include a special provision stating that there is a \$10,000.00 deductible for the Canton Civic Center Electronic Signs. Failure to do so may result in your bid being rejected.
- 6.2 Bid quotations shall impose no liability or obligation on the City of Canton. The Board of Control reserves the right to negotiate the specific terms of the policy with the insurance provider selected.
- 6.3 The Board of Control reserves the right to reject or accept any or all bids and further reserves the right to request future bid quotations at its discretion.
- 6.4 Past City of Canton Claims Experience:
- | | | | |
|------|---------------------------|------|-------------------------------|
| 1989 | NONE | 2002 | NONE |
| 1990 | NONE | 2003 | NONE |
| 1991 | NONE | 2004 | NONE |
| 1992 | NONE | 2005 | NONE |
| 1993 | NONE | 2006 | NONE |
| 1994 | NONE | 2007 | NONE |
| 1995 | NONE | 2008 | NONE |
| 1996 | NONE | 2009 | NONE |
| 1997 | NONE | 2010 | NONE |
| 1998 | NONE | 2011 | NONE |
| 1999 | NONE | 2012 | NONE |
| 2000 | NONE | 2013 | NONE (As of October 11, 2013) |
| 2001 | \$47,466.00 – Wind Damage | | |
- 6.5 Questions regarding this bid can be directed to Randy Dublikar, Purchasing Director by email at randall.dublikar@cantonohio.gov or phone at 330-438-4185.

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BIDDER'S CHECKLIST

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- _____ Cover sheet (Page 1)
- _____ Legal Notice/Information (Pages 2-3)
- _____ Specifications (Pages 4-6)
- _____ Bidder's Checklist (Page 7)
- _____ Proposal Page (Page 8)
- _____ Bid Check (Certified or Cashiers) or Bid Bond (Page 9)
- _____ Bidder Information/Signature Pages (Pages 10-12)
- _____ Insurance Requirements (if applicable) (Pages 13-14)
- _____ Additional Information and Considerations for Bidders (Page 15)
- _____ City of Canton Codified Ordinances (Pages 16-17)
- _____ EEO Forms (Pages 18-22)
- _____ 2013 City of Canton Statement of Values (This can be found on the Purchasing Department website at <http://cantonohio.gov/purchasing/?pg=665>)

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PROPOSAL PAGE

Name of Agent: _____

Name of Insurance Carrier: _____

Insurance Carrier's Rating: _____

REQUIRED POLICY

\$100,000.00 Deductible

- 1-Year Policy \$ _____ annual premium
- 2-Year Policy \$ _____ annual premium
- 3-Year Policy \$ _____ annual premium

\$50,000.00 Deductible

- 1-Year Policy \$ _____ annual premium
- 2-Year Policy \$ _____ annual premium
- 3-Year Policy \$ _____ annual premium

\$25,000.00 Deductible

- 1-Year Policy \$ _____ annual premium
- 2-Year Policy \$ _____ annual premium
- 3-Year Policy \$ _____ annual premium

\$10,000.00 Deductible

- 1-Year Policy \$ _____ annual premium
- 2-Year Policy \$ _____ annual premium
- 3-Year Policy \$ _____ annual premium

*****Please initial below that you have read and will adhere to the requirement below.*****

_____ **This policy shall include a special \$10,000.00 deductible for the Canton Civic Center Electronic Signs.**

OTHER POLICY OPTIONS REQUESTED FOR REVIEW

Option A. \$1,000,000.00 coverage for Blanket Business Interruption

\$_____ Annual Premium (If this is included in the standard policy premium, please write "included" as the annual premium).

Option B. Earthquake Coverage

- Annual premium for \$50 million of coverage \$_____

- Annual premium for \$100 million of coverage \$_____

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INSERT BID GUARANTY HERE

If a Bid Bond is supplied, the Ohio Statutory Bid Guaranty and Contract Bond, as set forth in ORC 153.571 is to be used.

BIDDER INFORMATION

Bidder Information Page 1 of 3

1. The Bidder shall provide the following information as part of its bid.
- a. Name of Bidder _____
- b. Business Address _____

City State Zip
- c. Business Telephone Number (____) _____
- d. Person, address, email and telephone to whom official notices are to be sent _____

- e. Person, address, email and telephone for further information regarding this proposal _____

- f. State(s) of incorporation (w/dates of incorporation) _____

- g. Principal place of business _____
- h. Working days necessary to complete project _____ days
- i. Federal I.D. Number # _____
- j. Amount of Certified Check, Cashier's Check, Bid Bond \$ _____

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Bidder Information Page 2 of 3

2. Form of Business Organization.

____ Corporation

____ Partnership

____ Other

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

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Bidder Information Page 3 of 3

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this _____ day of _____, 20 _____.

Contractor

By _____
(Signature of individual, partner or officer signing the proposal.)

Please have this page notarized

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INSURANCE

The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.
- II. The Contractor shall maintain liability insurance and furnish the Safety Director with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.
- III. In accordance with Item II, the Contractor shall maintain the following insurance:
 1. Workmen's Compensation and Employer's Liability Insurance affording,
 - a. Protection under the Workmen's Compensation Law in the State of Ohio.
 - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.
 2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 50,000.00
e. Medical Expense Limit	\$ 5,000.00

This insurance shall:

- a. include coverage for the liability assumed by Contractor under Item I (Indemnity);
- b. and the Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for.

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3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
 - a. Bodily Injury and Property Damage
any one accident or loss: \$1,000,000.00

Please Note:

The policy required under this section shall name the City of Canton “**as an additionally named insured**” and shall **contain an endorsement by the insurance carrier providing ten (10) days notice to both the City and insured in the event of any change in coverage under the policy.** No less than ten (10) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer. A copy of the foregoing policy shall be filed with the Director of Public Safety.

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ADDITIONAL INFORMATION AND CONSIDERATIONS

1. Pleased be advised that when you submit a bid(s) to the City of Canton, the City will assume that an authorized representative of your company reviewed said bid(s) to assure that the bid(s) is/are correct and/or accurate.
2. Any bidder may withdraw a bid, by written request, at any time prior to the time set for the bid opening.
3. If there is no withdrawal of the bid(s), in accordance to the above procedure, the City reserves the right to enforce said bid prices(s) and/or contract.
4. **Alternate or Optional Bids:** If you submit an alternate or optional bid that meets or exceeds the specifications, said bid may be considered in the evaluation and/or award. However, the Board of Control reserves the right to award the bid which is in the best interest of the City.
5. **Articles of Incorporation:** Please provide a copy of the company's articles of incorporation. The City of Canton may request this information if it is not provided.
6. **Canton Income Tax:** Each bidder, by the act of submitting a bid, agrees to withhold all City income taxes due or payable under Chapter 181 of the Codified Ordinances of the City of Canton for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due for service performed under this contract.

Furthermore, any person, firm, or agency that has a contract, or agreement with the City shall be subject to the City Income Tax whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profit on the contract shall be subject to City Income Tax.

Questions regarding this matter shall be directed to the City of Canton, Income Tax Department at 330-430-7900.

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CITY OF CANTON CODIFIED ORDINANCES

Bidders shall take notice that they are to comply with the Codified Ordinances of the City of Canton, including but not limited, to the following:

1. **Section 105.06 – Minority Contract Provision.**

(a) All contracts with the City shall include the following clause:

The bidder agrees to expend at least \$_____ of the Contract in the event the contract is awarded to such bidder for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers.

(Ord.185-2011. Passed 10-31-11.)

2. **Section 105.12 – Local Bidder Preference.**

(a) The Board of Control, in determining the lowest and best bidder in the award of contracts, is authorized to award contracts to local bidders as hereinafter defined, whose bid is not more than ten percent (10%) higher, subject to a maximum amount of one hundred thousand dollars (\$100,000.00), than the lowest dollar bid submitted by non-local bidders, provided that the project bid does not exceed ten percent (10%) of the engineer's estimate. The Board of Control's decision in making such an award shall be final.

(Ord. 86-2009. Passed 5-18-09.)

(b) For purposes of this section, "local bidder" means an individual or business entity which at the time of the award of the contract:

- (1) Is a resident of the City and/or has its principal place of business in the City; and
- (2) Which has filed a City of Canton "Resident" Income Tax Return for the past two tax years.

(c) All contract specifications and/or bid documents that are distributed by Canton for the purpose of soliciting bids for goods and/or services shall contain the following notice:

Prospective bidders will take notice that the City of Canton, in determining the lowest and best bidder in the award of this contract, may award a local bidder preference to any qualified bidder pursuant to Section 105.12 of the Codified Ordinances of the City of Canton. The determination of whether a bidder qualifies for the local preference shall be made by Board of Control. The Board's decision shall be final. A copy of City Code Section 105.12 is attached.

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(Ord.112-97. Passed 6-2-97.)

- (d) This section shall be applicable to all contracts for the purchase of material, equipment, supplies or services, which are purchased, leased or constructed at a cost in excess of twenty thousand dollars (\$20,000) and which require bidding pursuant to Ohio R.C. 735.05 through 735.09 and Ohio R.C. 737.03.

(Ord. 112-97. Passed 6-2-97; Ord. 52-99. Passed 3-29-99; Ord. 240-2005. Passed 11-21-05.)

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PLEASE FILL OUT THIS FORM AND RETURN PROMPTLY TO THE ADDRESS BELOW

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

Minority Coordinator
218 Cleveland Avenue SW
Canton, Ohio 44702

I. I N S T R U C T I O N S

- A. **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT:** This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance No. 179-74 of the City of Canton and the rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.

- B. **CONTRACTOR AND BIDDER PERFORMANCE:** Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on city contracts, or for continuing in contract with the City.

II. C O N T R A C T O R A N D B I D D E R I N F O R M A T I O N

1. REPORTING STATUS			
<input type="checkbox"/> a. Prime Contractor	<input type="checkbox"/> b. Prime Subcontractor	<input type="checkbox"/> c. Supplier	<input type="checkbox"/> d. Other (Specify)
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT			
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER			
4. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER			
5. CONTRACTING CITY AGENCY (OR AGENCIES)			
6. SIGNATURE AND TITLE OF AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE DATE			

EVALUATION (level blank)

☐ Compliance

☐ Non-Compliance

☐ Follow-up _____

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III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the appropriate or applicable letter to the left of each item below. The letters are to be interpreted as follows:

- A - This is now a practice of the Company.
- B - The Company will adopt this policy.
- C - The Company cannot or will not adopt this policy. (If "C" is circled, state reason. Use separate sheet if additional space is needed.)

It is understood that the Company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of Directors of Contract Compliance. This evaluation will directly influence our decision on the qualifications of each bidder and contractor, and is an integral part of your bid.

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CIRCLED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, or national origin with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will state its non-discriminatory policy in writing and communicate it to the following: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> a. All employees b. All recruitment sources c. All subcontractors </div> <div style="width: 45%;"> d. All relevant employee organizations including labor unions </div> </div>	
A B C	4. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	5. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Ordinance Number 179-74.	
A B C	6. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	7. The Company will take steps to integrate any position, departments, or plant locations which have no minority persons including African Americans or are almost completely staffed with one particular ethnic or racial group.	
A B C	8. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> a. education b. experience </div> <div style="width: 45%;"> c. tests d. arrest records </div> </div>	
A B C	9. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	10. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

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IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES							
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE			
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Mgrs and Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
Total employment from previous report (if any)											

REMARKS Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report. That he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

FIRM OR CORPORATE NAME _____

DATE OF SIGNING _____

SIGNATURE _____

TITLE _____

SIGNATURE _____

TITLE _____

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V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is required.

DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, physicians, social scientists, teachers, and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes draftsmen, engineering aids, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic physical sciences), and kindred workers.

Sales workers - Occupations engaging wholly or primarily in direct selling. Includes advertising agents and salesmen, insurance agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks and kindred workers.

Office and clerical - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (Skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives - (Semi-Skilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Laborers (Unskilled) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require no independent judgement. Includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service workers - Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen, and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

Apprentices - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with federal or State agency.

**Fire, Vandalism, and Malicious Mischief (Property) Insurance
City of Canton**

POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS REQUIRE EACH EMPLOYER, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING CITY PROJECTS TO BE SIGNATURES OF THE FOLLOWING STATEMENTS:

1. IT IS THE POLICY OF _____ THAT EQUAL EMPLOYMENT OPPORTUNITY BE AFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR NATIONAL ORIGIN.
2. IN SUPPORT OF THIS DOCUMENT _____ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX OR NATIONAL ORIGIN.
3. THE _____ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS ARE EMPLOYED AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO THEIR RACE, RELIGION, COLOR SEX OR NATIONAL ORIGIN. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO:
RECRUITMENT, ADVERTISING OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
4. THE OF _____ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN WORKFORCE ON THIS JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES.
5. THE OF _____ SHALL REQUIRE EACH SUB-CONTRACTOR WE HIRE ON THIS PROJECT TO ADHERE TO, SIGN, AND RETURN THIS STATEMENT TO THE CITY.

(Date)

(Name of Company)

(Signature and Title of Company Officer)